

Sheffield

Sir George Williams College

FACULTY OF ARTS, SCIENCE and COMMERCE (EVENING DIVISION)

Supplement to the General Announcement

Academic Year 1937-38

SINGLE SUBJECTS

Students interested in single subjects are directed particularly to page ~~Three~~^{Three} (last paragraph), page four (time-table) and pages five and six of this Supplement. Outlines and details of unit courses offered may be found on pages 24 to 38 of the General Announcement. These are indexed on pages 39 and 40 of that announcement.

DEGREES AND DIPLOMAS

Students wishing to study for a diploma or degree are urged to read carefully both General Announcement and Supplement, and to consult members of the College staff.

1441 Drummond Street, Montreal, Canada

This Supplementary Announcement is concerned only with the special information which is required by students of the Evening Division of the Faculty of Arts, Science and Commerce. All students, of both Day and Evening Divisions, should therefore consult the General Announcement of the Faculty for complete details regarding officers of instruction, facilities of the College, curricula, outlines of courses, calendar, registration, examinations, etc.

THE EVENING DIVISION

It frequently happens that those who are fully capable and desirous of profiting by a college education are deprived of the opportunity to go to college because of lack of means. Many high school graduates, realizing that they cannot give up positions which are their only means of support and go away to college for three or four years of study, abandon all hope of ever enjoying the benefits which a college education can provide.

Out of this situation has arisen the need for an institution which should provide a college programme at a time which would not interfere with daily working hours and which would therefore permit the student not only to earn his living while attending college, but also to save money for a later date if he wishes to take further courses in a day college or university professional school.

The Evening Division of the Faculty of Arts, Science and Commerce offers for employed young men and women the same programmes and courses of study as are available in the Day Division. The standard of work is the same, the degrees and diplomas awarded are the same, the admission requirements are the same, and in all other respects the Day and Evening Divisions offer identical opportunities for higher education.

Degrees and Diplomas

As stated in the General Announcement of the Faculty of Arts, Science and Commerce, the College offers courses leading to the following degrees: Bachelor of Arts, Bachelor of Science and Bachelor of Science (Commerce). The following diplomas are also awarded upon the completion of the appropriate curricula: Associate in Arts, Associate in Science and Associate in Commerce.

Students taking partial programmes, those who are following one or more subjects but who are not proceeding to a degree or diploma, are awarded a Certificate of Credit in each subject upon passing the required examination.

Students who wish to prepare for the Senior Matriculation Certificate of McGill University may write the appropriate examinations set by that University.

Further details regarding curricula and courses are given in the General Announcement of the Faculty.

CLASSIFICATION OF STUDENTS

Students in the Evening Division of the Faculty of Arts, Science and Commerce are classified as follows:

(1) Undergraduates:

Students who, at the time of registration, meet full admission requirements and enroll with the intention of completing the work required for a degree or diploma are classified as Undergraduates whether they be taking several subjects or one only in any given year.

(2) Partial Course Students:

Students who, at the time of enrollment, do not expect to proceed to a degree or diploma are classified as *Partial Course Students* irrespective of the number of subjects of study they may be following in any given year. This classification includes all those preparing for the Senior Matriculation Certificates only, as well as those who are following single subjects as a special interest.

REQUIREMENTS FOR ADMISSION

Students should refer to the General Announcement of the Faculty, for information regarding application for admission, application for transfer of credit and advanced standing, registration, etc. The requirements for admission to the Evening Division are as follows:

(1) Undergraduates:

Students who have been graduated from high school and persons over 21 years of age who may not have satisfied the technical requirements for high school graduation but who have the capacity to do college work, are admitted as Undergraduates in the Faculty of Arts, Science and Commerce, Evening Division. In the case of the latter applicants, inquiry should be made of the Registrar regarding the *Special Entrance Requirements for Persons over Twenty-one Years of Age*.

(2) Partial Course Students (taking unit subjects):

In the case of students wishing to enroll for partial courses or unit subjects, high school graduation is required in the specific subjects for which they wish to register, provided such high school work is prerequisite to the college course desired. Certain unit courses in the Faculty, however, are not dependent upon work completed in high school. Students wishing to register for such unit courses, as partial course students, are therefore required only to be sufficiently mature to do the work of the course. (Such courses are: Accountancy, Advertising, Commercial Law, Public Speaking, German and the introductory [or 101] courses in Biology, Chemistry, History, Fine Arts, Economics, Psychology, Philosophy, Natural Sciences, Social Sciences and Humanities, etc.)

Full outlines of the courses offered in the various subjects are given on pages 24 to 38 of the General Announcement of the Faculty. Each of these courses may be taken alone, as a unit subject, if desired.

Advanced Standing

Students who have already completed some college or university work elsewhere will secure full credit for those subjects which have been completed successfully, provided they are in accord with the curricular requirements of the Faculty. In the Evening Division *pro tanto* credit is allowed in cases of less than a full year's standing as well as in those of a year's standing or more.

LENGTH OF COURSES

The length of time required in the Evening Division to complete the work required for a diploma or a degree depends entirely upon the number of subjects which the individual student is able to carry each year and the amount of time he has available for study. The average evening student will complete two years of college work in three years,—but students are at liberty to select fewer subjects each year and to spend an accordingly longer time in completing the full course. If the above ratio is maintained, an Evening Division student may expect to secure the Associate Diploma in three years and the Bachelor's Degree in six years.

Evening students require two years to secure the Senior Matriculation Certificate, unless they have an unusual amount of time available for study.

Selection of Subjects

Students in the Evening Division must refer to the General Announcement of the Faculty of Arts, Science and Commerce, pages 20 to 23, for complete details regarding the courses to be selected, and their sequence in the various Curricula.

Timetable of Class Hours

A complete timetable giving the class hours etc., of each course offered in the Evening Division, may be secured at the College Office, and should be consulted before registration is made or subjects selected.

Minor Differences in Detail

Between Day and Evening Divisions

Certain courses indicated in the General Announcement as three-hour courses will in the Evening Division involve only two hours of class work per week. This is possible in view of the fact that evening students are, on the whole, older and more mature than the day students, and the extra work, if necessary is made up in assignments completed outside of class. The class hours of each course are given in the Evening Division timetable, which should be consulted before registering.

UNIT COURSES FOR PARTIAL STUDENTS

Many men and women are interested in systematic higher education, but have not the leisure time required of one who would follow a full programme of study. Others have already secured a college or university degree, but would like now to follow a refresher course or to take up the study of some subject in which they have become interested, but which was not included in their own undergraduate programme. Still others have the practical motive of desiring training which may be applied immediately in their vocation or profession.

Education, in the best sense of the word, cannot be looked upon as something which terminates at graduation from high school or college, upon completing a trade or professional training, or upon securing a good job with an assured economic future. Real education is an ongoing process which lasts as long as life itself, and the most satisfying life is the one which is the richest in opportunities for the enlargement of interests and appreciations.

Included in the student body of the Evening Division one finds, each year, elementary school teachers preparing for higher certificates; high school teachers following refresher courses or taking up new studies; business men studying the techniques of accountancy and commerce; technical workers learning chemistry and other sciences; professional men and women, as well as those whose opportunities for higher education have been more limited.

To all these groups, the Evening Division of the Faculty of Arts, Science and Commerce offers a wide range of subject matter choice. The selection of one subject for study involves usually only one evening per week of class work, with laboratory subjects requiring only part of a second evening.

Students should refer to the General Announcement of the Faculty, pages 24 to 38, for complete outline of the various subjects of study, all of which are available as unit courses in the Evening Division. Courses are offered in the following subjects:

Natural Sciences

General Course in
Natural Sciences
Biology
Chemistry
Mathematics
Physics

Social Sciences

General Course in
Social Sciences
Economics
History
Psychology
Religious Education
Sociology
Commerce:

Accountancy
Advertising
Business Administration
Financial Organization
Commercial Law
Marketing and
Merchandising
Mathematics of Commerce
Statistical Method
Public Speaking
Transportation and Traffic

Humanities

General Course in
Humanities
English
Fine Arts
French
German
Latin
Philosophy
Spanish

Partial Course students, following unit courses, sometimes find it inconvenient or impossible to complete all the study assignments and prepare for the comprehensive examinations demanded of Undergraduate students. Nor is this rigorous application always necessary in order to insure that the partial student secure the benefit he seeks from his course. For this reason a partial student may, if he wishes, write a more general examination at the conclusion of his course and secure an *Extension Course Certificate*, which does not carry college credit toward a degree or diploma. Partial Course students may, however, and usually do, complete all the assignments and examinations demanded of Undergraduates; in which case the subject may be applied for credit toward the Diploma in subsequent years, if desired, provided admission requirements are duly met and courses approved. Details regarding examinations are given in the General Announcement of the Faculty.

TUITION AND OTHER FEES

Evening Division

Tuition, Undergraduate Students (exclusive of other fees below), three subjects, per year	\$75.00
Tuition, extra subjects in addition to regular three in any given year, each extra subject, per year	\$15.00
Tuition, Partial Course Students taking unit subjects, per course*, per year, (exclusive of other fees below)	\$30.00
Tuition, partial course students, per half-course*.....	\$15.00
Laboratory Fee, payable in addition to tuition, for each laboratory subject taken in the Natural Sciences.....	\$10.00
Deferred Payment Fee (charged when tuition is paid in two or more installments)	\$1.00 to \$ 5.00
Caution Money Deposit (made by each student taking laboratory work, and refunded, less breakages and shortages, at close of academic year)	\$ 5.00

Deferred Payments

Although it is contemplated that in most cases fees will be paid in full at the time of registration, arrangements may be made with the Registrar for deferred payments. The ability of the student to pay shall have consideration in all questions regarding deferred payments, and every reasonable effort will be made by the College to enable the student to take advantage of the training offered. In cases of deferred payments, a fee to cover the cost of opening a ledger account on the College books will be charged, and must be paid at the time of registration along with an initial payment on tuition fees.

* A full course represents a subject studied for one full academic year, or two terms. A course which continues for one term only, half the academic year, is therefore a half-course. Such courses in the Evening Division are: Advertising, Commercial Law, Public Speaking, etc. (See General Announcement of the Faculty).

Withdrawal and Refund

Students of the Evening Division who are forced to withdraw from a course, or from the College, are required to notify the College Office in writing and to give their reasons for withdrawal. As the College assumes the obligation of carrying the student throughout the year when the student registers, and as the College provides the instruction and accommodation on a yearly basis, the Board of Management has ruled as follows:

- (1) Application for withdrawal must be presented within thirty days after discontinuing attendance.
- (2) All tuition credits and refunds shall be made entirely at the pleasure of the College.
- (3) Credits or refunds will be granted only as follows:
 - a. Cash refunds may be granted in cases where students are compelled to withdraw on account of serious and continued personal illness. The application must be accompanied by a certificate from a physician, satisfactory to the College.
 - b. In case a student who is regularly employed during the day is sent out of the city permanently by his employer or compelled to change his working hours so as to prevent his continuing at the College, a refund may be granted, provided the application is accompanied by a statement from the firm, satisfactory to the College.
- (4) Tuition not refunded or used may, upon securing a certificate of credit from the Bursar, be applied upon subsequent courses pursued in the College, providing such courses are taken within two years of the date of withdrawal of the student.
- (5) In the event of a student's withdrawal from the College, he is charged a withdrawal fee of \$5. plus pro rata charge for sessions held up to the date of notification of withdrawal.

Registration

The term opens on Friday, October 1st. Registration should be made during September, or earlier. For details regarding application for admission, registration, calendar for the year, office hours of the College, etc., see the General Announcement of the Faculty.

Prospective Evening Division students who are employed by day, may find it convenient to call at the College Office during their lunch hour or in the early evening immediately after work, thereby avoiding the large number of evening interviews.

The Evening High School

Young men and women who wish to proceed to higher education but who have not as yet completed their high school work, should secure from the Registrar a copy of the Announcement of the Evening High School of the Sir George Williams College. The Evening High School follows the standard four-year plan to graduation and college matriculation, classes being held on Monday, Wednesday and Friday evenings.

More Elementary Evening Courses in Commercial, Technical and Linguistic Subjects

More elementary courses than those offered in the Faculty of Arts, Science and Commerce, particularly in the vocational subjects, are available in the Evening Institute of Business and Technology. These may be taken singly or as part of a Commercial or Technical Certificate programme, and include: Bookkeeping and Accounting, Business Arithmetic, Business English and Correspondence, Chemistry, Electricity, French Conversation, (elementary and advanced), Mechanical Drawing, Practical Mathematics, Shorthand, Typewriting. Full details of each are given in the Announcement, which may be secured from the Registrar.

Sir George Williams College

DAY DIVISION

THE FACULTY OF ARTS, SCIENCE AND COMMERCE

SCHOOL OF FINE AND APPLIED ART

DAY BUSINESS SCHOOL

EVENING DIVISION

THE FACULTY OF ARTS, SCIENCE AND COMMERCE

EVENING HIGH SCHOOL

INSTITUTE OF BUSINESS AND TECHNOLOGY

SCHOOL OF FINE AND APPLIED ART

EVENING GRAMMAR SCHOOL

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